

The Director of Central Intelligence

Washington, D.C. 20505

*White House*

Intelligence Community Staff

DCI/IC 77-4340

16 MAY 1977

MEMORANDUM FOR: NFIP Program Managers

FROM : [REDACTED]  
Deputy to the DCI for the Intelligence  
Community

SUBJECT : Intelligence Community ZBB Representatives

REFERENCE : Presidential Memorandum dated 27 April 1977  
(attached)

1. The referenced memorandum asks that each executive department and agency identify one or two individuals from its budgetary staff to serve as zero base budget representatives. The DCI has designated [REDACTED] of the Intelligence Community Staff's Office of Program and Budget Development to provide executive direction for ZBB efforts of the National Foreign Intelligence Program (NFIP). [REDACTED] Chief, Program and Budget Development Division, OPBD, has been designated principal point of contact and can be reached at Community Headquarters Building [REDACTED]

2. I request that you designate a principal and alternate representative from your program and budget staff and identify them to [REDACTED]. In this manner, we will be able to ensure that the zero base budget process is integrated into the NFIP as uniformly and effectively as possible.

Attachment:  
As Stated

cc: PRC(I) Members

(~~EXCLUDED~~ REGISTRY FILE B-9.5)

THE WHITE HOUSE

WASHINGTON

EX-100  
77-500

April 27, 1977

MEMORANDUM FOR THE HEADS OF  
EXECUTIVE DEPARTMENTS AND AGENCIES

At my request, the Director of the Office of Management and Budget has issued guidelines about the use of zero-based budgeting in the Executive Branch.

This is a new system, and I recognize that your staff may need advice about how to interpret and apply it. Wherever possible, I want you to rely on OMB for information about this system, rather than turning to outside commercial consultants. I have asked the OMB to designate members of the program and budget staff as zero-based budgeting representatives. They will give you the information you need about establishing the process and using it effectively.

Within your own office, I ask that you name one or two members of the budget staff to serve a similar function as sources of information on the zero-based budgeting system. This approach will help ensure that zero-based budgeting is applied uniformly throughout the Executive Branch and that we save the wasted effort and unnecessary cost of relying on consultants.



STAT

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

Executive Registry

77-500/13

23 MAY 1977

Mr. James T. McIntyre  
Deputy Director  
Office of Management and Budget  
Washington, D. C. 20505

Dear Mr. McIntyre:

This Agency is proceeding apace with plans for developing and installing a zero-base budget (ZBB) system consistent with the Administration's intention to produce a Federal budget for 1979 on this basis. We, along with other Federal establishments, are seeking guidance and assistance in order to make our budget as responsive as possible to the ZBB concept and to take full advantage of the potential the system offers to improve the budget process. President Carter's letter of April 27, 1977, further underscores the need for close consultation with the Office of Management and Budget, and in that spirit I would like to invite you to visit the Agency to talk with us about OMB's plans and prospects for ZBB. I am sure we would benefit from hearing firsthand about your experience, what the Administration expects from ZBB, the potential advantages to program managers, the pitfalls, and any other observations and comments you would care to make about the process.

I have in mind a somewhat limited audience of selected managers at both senior and middle levels to permit the highest degree of pertinency and to ensure that as we translate your continuing guidance into action this relevance is not lost along the way. I would suggest about a one-hour presentation followed by a question-and-answer period, but I welcome your thoughts to make this session as useful as possible. We would be delighted to have Nanette Blandin accompany you if you desire.

Possibly you, and Nanette if she attends, could join me, Jim Taylor, and one or two other members of my staff for lunch before the suggested ZBB presentation. The latter could be scheduled for the early afternoon after lunch on a mutually convenient date. I would appreciate hearing from you on your willingness to take time from your busy schedule to give us your counsel and advice on ZBB.

Sincerely,

/s/ E. H. Knoche

E. H. Knoche  
Deputy Director

Distribution:

Orig - Addressee  
2 - DDCI (1) - ER



INTELLIGENCE COMMUNITY STAFF

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16 MAY 1977

NOTE FOR: Director of Central  
Intelligence

Executive Registry
77-500/12

SUBJECT: ZBB representatives

*Rec'd ops  
18 May*

The attached letter for your signature is in response to the Presidential memorandum of 27 April 1977 and a letter from the Deputy Director, OMB, dated 9 May 1977 (attached).

Recommend your approval and signature.

V Admiral, USN  
D/DCI/IC

Attachments  
As stated

*EXO/DCI/IC —*  
*② Please forward over  
D/DCI/IC's signature.*

ACTION

*19 May*



DCI/IC 77-4341

Distribution for:

- 1 - Addressee, Mr. McIntyre, Jr. (DD/OMB)
- 1 - DCI
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DCI/IC/OPBD/[redacted] jdp  
retyped DCI/IC/OPBD/[redacted] is (5/16/77 [redacted])  
retyped 5/20/77:jdp

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COMPT

Executive Registry
77-500/10

10 MAY 1977

*White House*

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Zero Base Budgeting - Proposed Headquarters Notice

In a memorandum addressed to the Heads of Executive Departments and Agencies dated April 27, 1977 (copy attached), the President has asked that the Director name one or two members of the budget staff to serve as sources of information on the zero-based budgeting system. To accomplish this purpose, we have prepared the attached draft Headquarters Notice for processing and publication.



Acting Comptroller

STAT

Attachment: As Stated

cc: D/Exec. Secretary

*B. G. S.*



DRAFT HQS. NOTICE

This Notice Expires 1 June 1978

MANAGEMENT

16 May 1977

STAT

ZERO-BASE BUDGETING

1. A zero-base budgeting system is being implemented by the Office of Management and Budget (OMB) at the request of President Carter. The President has shown a keen interest in zero-base budgeting as an effective means of combining the budget process and the day-to-day management process.

2. The President has assigned OMB the responsibility of providing information about establishing the process and using it effectively. OMB has issued preliminary guidelines for implementing zero-base budgeting in the Executive Branch. Since zero-base budgeting is a new system that requires some changes in the present CIA system, Agency managers will need advice about applying and interpreting zero-base budget guidelines. To ensure that the approach to zero-base budgeting is developed and the guidelines are applied uniformly throughout the Agency, the Office of the Comptroller will distribute the guidelines as they are developed and received. To assist in this process, [redacted] of the Resources Staff in the Office of the Comptroller have been designated to serve as sources of information on the zero-base budgeting system. They can be reached on telephone extensions - [redacted]

FOR THE DIRECTOR

John F. Blake  
Deputy Director for Administration

MAY 15 15 32 1977

EB



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

Executive Registry

77-520/9

MAY 9 - 1977

Admiral Stanfield Turner  
Director of Central Intelligence  
Washington, D. C. 20505

Dear Admiral Turner:

The President, in his memorandum of April 27, 1977, asked you to designate two senior members of your budget staff to serve as liaison representatives for zero-base budgeting matters. As with any new concept or system, problems will arise during the implementation phase. We believe that these problems can be minimized and that implementation can be effected better by the diligent efforts of OMB and agency career staff familiar with the Federal budget process and procedures than by consultants from outside sources.

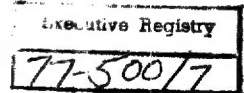
The following members of the OMB staff have been designated to be the principal contacts for your liaison representatives as conceptual or technical problems arise and our consultation is required:

Mr. James R. Oliver (395-4800)  
Mrs. Nanette M. Blandin (395-4800)

Please submit the names of your zero-base budgeting liaison representatives as soon as possible. You should include their titles, office addresses, and telephone numbers. Let me once again reaffirm our commitment to zero-base budgeting in the Federal Government. We are certain that it will contribute to better, less costly government.

Sincerely

James T. McIntyre, Jr.  
Deputy Director



THE WHITE HOUSE  
WASHINGTON

April 27, 1977

MEMORANDUM FOR THE HEADS OF  
EXECUTIVE DEPARTMENTS AND AGENCIES

At my request, the Director of the Office of Management and Budget has issued guidelines about the use of zero-based budgeting in the Executive Branch.

This is a new system, and I recognize that your staff may need advice about how to interpret and apply it. Wherever possible, I want you to rely on OMB for information about this system, rather than turning to outside commercial consultants. I have asked the OMB to designate members of the program and budget staff as zero-based budgeting representatives. They will give you the information you need about establishing the process and using it effectively.

Within your own office, I ask that you name one or two members of the budget staff to serve a similar function as sources of information on the zero-based budgeting system. This approach will help ensure that zero-based budgeting is applied uniformly throughout the Executive Branch and that we save the wasted effort and unnecessary cost of relying on consultants.

A handwritten signature in cursive script that reads "Jimmy Carter".

UNCLASSIFIED

CONFIDENTIAL

SECRET

Approved For Release 2004/02/19 : CIA-RDP80M00165A000500200002-6

EXECUTIVE SECRETARIAT

## Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	D/DCI/IC		X		
4	DDS&T				
5	DDI				
6	DDA				
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt	X			
13	D/Pers				
14	D/S				
15	DTR				
16	Asst/DCI				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20	D/EE0				
21					
22					
SUSPENSE		Date			

## Remarks:

Obviously the Compt. will be focal point for Agency information on zero-based budgeting. Is it necessary/desirable to issue a Notice on this or to designate any particular individuals as sources of information?

D/Executive Secretary

28 April 77

Date

3637 (7-76)

STAT

13.7.5

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18	C/IPS				
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21			X		
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		SUSPENSE	18 May 1977		
			Date		

STAT

### Remarks:

Please prepare a response for DCI signature designating two senior budget staff members as liaison for zero-base budgeting matters.

STAT

D/ Executive Secretary

11 May 77

Date

3637 (7-76)

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# EXECUTIVE SECRETARIAT

## Routing Slip

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18	C/IPS				
19	DCI/SS				
20	D/EEQ				
21	[REDACTED]		X		
22					

SUSPENSE 19 May 1977

Date

Remarks: This memo was originally sent to Compt for action, but [REDACTED] advises that OMB (Oliver) says that two ZBB liaison representatives are expected from the IC (vice CIA). Therefore, action is reassigned to D/DCI/IC. Please draft DCI response.

[REDACTED] DT Executive Secretary

12 May 77

Date

3637 (7-76)

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